

## SAMPLE LETTER

Dear XXX High School Faculty and Staff,

It is with sadness that I inform you that one of our former students passed away on Saturday. Until we receive confirmation from the student's family, we cannot disclose any information however, our counselors and administrators will be available to support students and staff during the day. If you need coverage, please don't hesitate to call the office.

In response to this untimely death, our school's crisis team will convene throughout the day to ensure that our students, as well as all of the members of our school community are cared for and supported. Counselors will remain available to students in the coming days of school.

When a tragedy such as this occurs, it is important to provide opportunities for our students to express their thoughts and to identify healthy ways for them to cope with the situation. At this time, please do not initiate a conversation regarding the situation. If you are concerned about any student, please contact his/her counselor or either of our social workers.

As always, please do not hesitate to let us know if you need assistance. We will release more information via email as soon as we are able.

Thank you,